Using the Meeting Tracker

Mentor Guide

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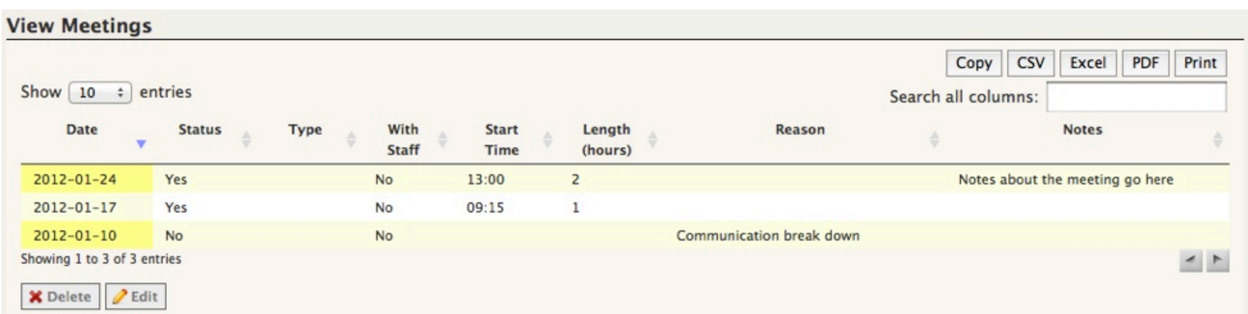
Managing Meetings

Viewing All Meetings

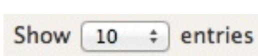
Go to the Meetings page. Meetings are listed in a table, with columns for:

- meeting date
- meeting status (whether the mentor and mentee met)
- meeting type
- whether the meeting was with SA-YES staff
- meeting start time
- meeting length
- reason for not meeting
- meeting notes

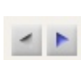


More meetings can be displayed by

- Changing the number of entries displayed with the drop down in the upper left

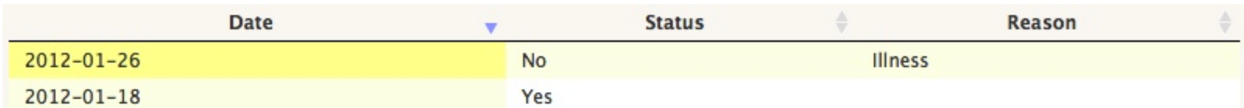


- Using the navigation buttons in the lower right



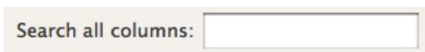
Sorting Meetings

The entries in the table can be sorted by clicking the table column headers. The column that the table is sorted by will display with a slightly different color. The blue arrow indicates whether the entires are in ascending or descending order.



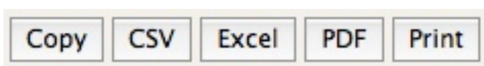
Searching Meetings

Meetings can be searched across all fields at once (as opposed to filtering each column) by typing search terms into the search box in the upper right.



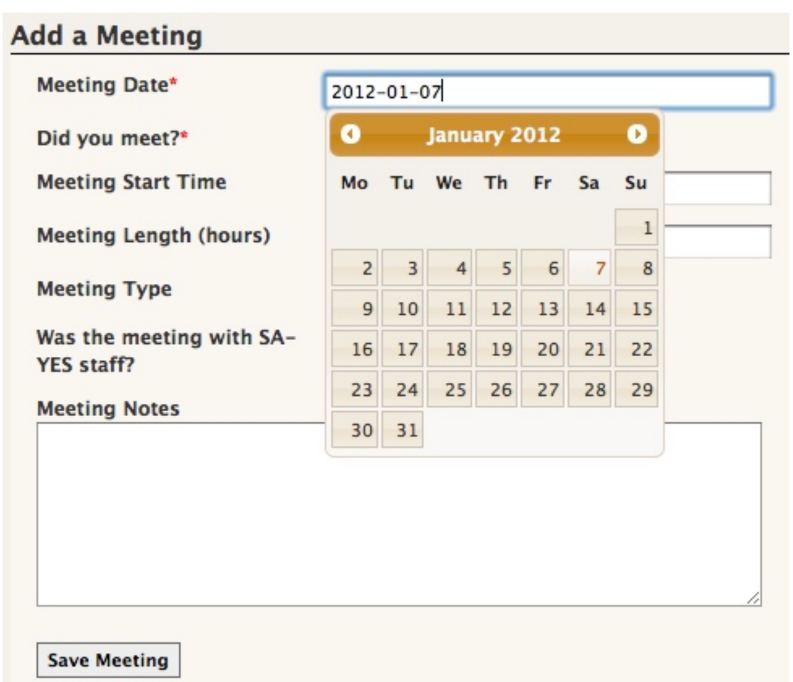
Exporting Meetings

Meetings can be exported to a variety of formats by clicking the buttons in the upper right. Only visible (i.e. rows that are not filtered out) are exported.

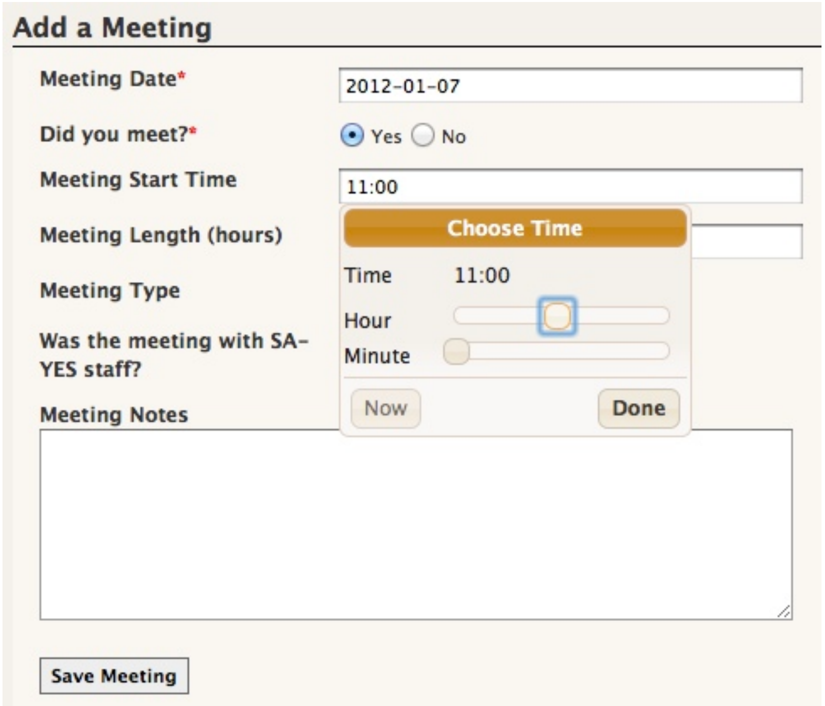


Adding a Meeting

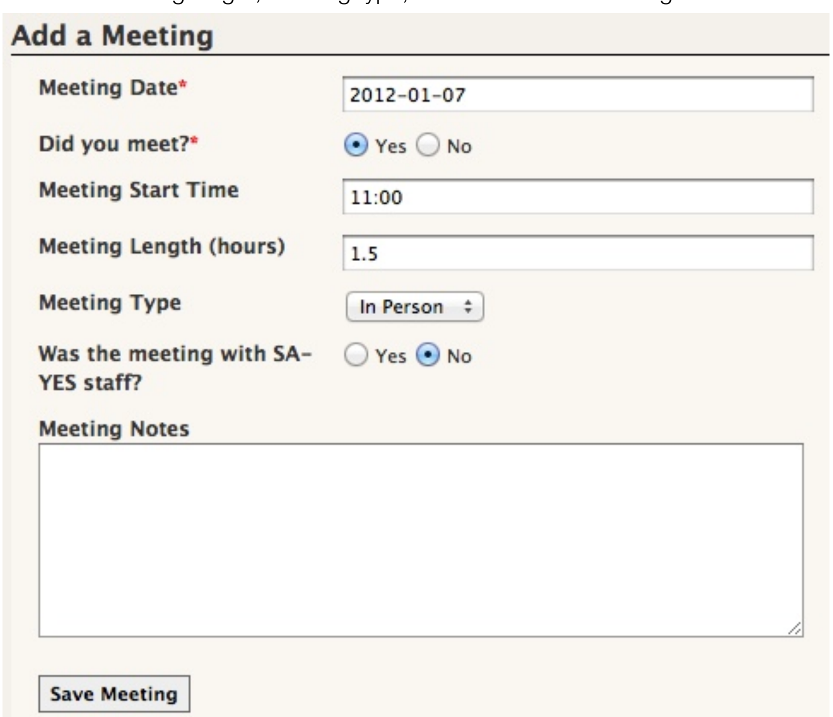
To add a meeting, simply fill in the necessary values in the Add Meeting form. Click in the date field and select a date using the date picker widget.



Select yes or no next to Did you meet? If yes is selected, enter the meeting start time using the time picker widget.



Enter the meeting length, meeting type, and whether the meeting was with SA-YES staff. Click the Save Meeting button.

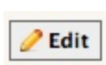


If no is selected, select a reason. If the reason is **not** Other, all information has been supplied. Click the Save Meeting button.

If Other was selected as the reason for not meeting, fill in a reason in the field provided, then click the Save Meeting button.

Editing a Meeting

All information pertaining to a meeting can be modified. To edit a meeting's information, click on the meeting's row in the table to select it, then click on the Edit button at the bottom left of the table.



A dialog will appear. To edit a value, simply change the value and click the Update Meeting button. Multiple values can be edited at the same time.

Deleting a Meeting

A meeting can be deleted if it was entered in error. **This operation cannot be undone.** To delete a meeting, click on the meeting's row in the table to select it, then click on the Delete button at the bottom left of the table.

Editing User Information

Editing User Information and Password

Go to the Edit My Info page. Update any values as necessary and click the Update button.